

DATE: September 14, 2017

TO: Mayor and Members of Council

FROM: Barbara A. McEwan, City Clerk

**RE: COMMUNICATION – FINANCE, ADMINISTRATION AND AUDIT COMMITTEE
SEPTEMBER 20, 2017 - ITEM NO. 3
COUNCIL EXPENDITURE AND CODE OF CONDUCT REVIEW TASK FORCE
FINDINGS REPORT – AMENDED RECOMMENDATIONS**

C 1
COMMUNICATION
FAA - September 20/2017
ITEM - 3

Recommendation

The City Clerk on behalf of the Council Expenditure and Code of Conduct Review Task Force, forwards the following recommendation for Council's consideration:

Recommendation of the Council Expenditure and Code of Conduct Review Task Force

The Council Expenditure and Code of Conduct Review Task Force recommends:

- 1) That the following amendments to the recommendations of the Council Member Expense Policy (CL-012) previously submitted by the Task Force be approved:
 - A. That the source of city funding be identified on any paid advertisements placed by the Mayor and/or Members of Council;
 - B. That congratulatory letters, as they may appear in third-party publications, shall not be subject to the restrictions in the expense policy regarding paid advertising (provided they are at no cost);
 - E. That business card publications shall be permitted, however, if a corporate greeting is placed, no individual ads (or business cards) shall be permitted, particularly for holiday greetings;
 - F. That Recommendation F be removed and merged with Recommendation E;
 - H. That Recommendation H be removed and submitted under separate recommendation;
 - L. That any Member of Council may host up to 2 Social Community events per year and approval of this policy recognizes conformity with the Code of Ethical Conduct on Gifts and Benefits Rule No. 2 1(j) and further that any additional events by any Member of Council will require pre- approval or authorization from Council;
 - M. That Member hosted Social Community Events are to be funded by donations and sponsorships, and up to \$1,500 of an individual Councillors' budget, with the exception of indirect city expenses such as staff time;
 - O. That there must be full transparency when sponsors are involved in Social Community Events and that Sponsorships shall only be provided in conjunction with Rule 2.3 of the Code of Conduct and that any surplus shall be dealt with in accordance with Policy 9.13 of the Council Member Expense Policy;
 - Q. That Recommendation Q be removed and submitted under separate recommendation;

- 2) That the Corporate Communications Department inform Council of all corporate advertisements annually;
- 3) That the City of Vaughan High School Student Unpaid Co-Op Program, as outlined in Communication C1 to the Council Expenditure and Code of Conduct Review Task Force, dated December 12, 2016 (attached) be received;
- 4) That the following be approved in accordance with Communication C1, memorandum from the Director of Internal Audit from the Finance, Administration and Audit Committee meeting of June 19, 2017:
 1. Section 4.3 of the Council Member Expense Policy be revised to state:

The Director of Internal Audit has authority to conduct periodic compliance audits to assess whether Councillor expenses are in compliance with the policy; and
 2. The following be added:

Councillors may consult with the Chief Financial Officer or designate on interpretation of the Council Member Expense Policy;
- 5) That the following amendments to the recommendations of Code of Ethical Conduct for Members of Council (CL- 011) previously submitted by the Task Force be approved:
 - F. Rule 2.1: (k) Second Paragraph

The use of the Member's title in the event name is allowable if requested by the group or organization or residents. The display of banners or the distribution of collateral items with the Member's image is an allowable activity for Member Sponsored Social Community Events;
 - J. That Recommendation J be deferred to allow the Integrity Commissioner to provide further information;
- 6) That the following be approved in accordance with Communication C1, memorandum from Integrity Commissioner, dated September 12, 2017, as amended:

Recommended addition to Commentary to Rule 14: (1)

Whereas the Code prescribes standards of behaviour to ensure compliance with the Code rules and the City of Vaughan hiring policies, which prohibit inappropriate meddling and undue use of influence; and,

Whereas the City of Vaughan is committed to providing a safe and respectful workplace for all employees at the City,

The Integrity Commissioner recommends the following addition to the Commentary to Rule 14 of the Code:

Commentary: The City's Hiring and Nepotism Policy...Section 1.4 states that Elected officials, appointed officers or employees shall not attempt to influence the recruitment process for any applicant unless it is for the position of Executive or Administrative Assistant to the Mayor and/or Members of Council.

Individual Members of Council have no role to play in influencing the hiring process for any member of staff except as indicated above. Council's role as a body is to be involved in hiring positions at DCM level or statutory level as set out in the City's Human Resources and Recruitment Policies as amended from time to time.

Background - Analysis and Options

Council, at its meeting of June 27, 2017, adopted the following recommendation (Item 1, Finance, Administration and Audit Committee Report No. 7):

Recommendation of the Finance, Administration and Audit Committee meeting of June 27, 2017:

The Finance, Administration and Audit Committee recommends:

- 1) That consideration of this matter be deferred to the September 20, 2017 Finance, Administration and Audit Committee meeting; and
- 2) That the term of the Council Expenditure and Code of Conduct Review Task Force be extended to provide for additional Task Force meetings as necessary to allow further review of recommendations by Members of Council who were not part of the Task Force and that all necessary parties attend the Task Force meetings, including the Chief Financial Officer/City Treasurer and the Integrity Commissioner.

Council Expenditure and Code of Conduct Review Task Force meetings were subsequently held on September 6 and 12, 2017. The recommendations set out in this Communication reflect the outcome of those meetings.

Respectfully submitted,



Barbara A. McEwan
City Clerk